

## **MINUTES**

College Executive Committee October 23, 2012  
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Susan Schwarz, Joyce Allen, Terrie Hubbard, Denise Kapitze (for Brett Bell), Jerry Buckley, Buran Haidar, Patricia Hsieh

### **A. Approval of Agenda**

Add: Meeting length (Hubbard)  
Agenda approved.

### **B. Approval of Previous Minutes**

Minutes of 10/16/12 approved.

### **C. Guests**

David Navarro, Adela Jacobson, Linda Woods, Lou Ascione, Marie McMahon, Laura Gonzalez, Andrew Lowe

### **D. Chancellor's Cabinet**

- Enrollment report. As of today district enrollment is up 3.8% over projected target. Miramar College is at 11.3% over projected target -- projection based on last year's in-service and academy numbers.
- SB1440. Approved degrees applicable for Miramar College (AJ, history and physics) were approved by the board of trustees on 10/18 and sent to the State Chancellor's office on 10/22 for approval. Top portion of chart reflects degrees already approved by SDSU, effective fall 2013. Lower portion of chart includes TMC degrees SDSU approved for fall 2014. Hsieh stated as a District, we would hope to have all remaining degrees aligned in the spring, but we are subject to when we can get information from SDSU. Business administration degree will be a general business major and after transfer, students will specify area of focus. Hsieh recommended a meeting with campus and district personnel for a clear understanding of the general business major. Buckley is working with articulation officer Duane Short and Dan Igou to develop a tracking system. Buckley will find out from SDSU which degrees have most students. Of the nine SDSU degrees approved for fall 2013, Miramar has six. Miramar needs to develop criteria to determine which degrees the faculty would like to pursue for approval. Buckley and the Curriculum Committee will take responsibility.
- On 8/28/12, Miramar ASC voted to support an increase in the student health fee. District United Student Council has also voted to support an increase. The \$1 increase will go to the board of trustees on 11/8/12 for approval and spring 2013 implementation
- Vice Chancellor Otto Lee presented a first quarter grants report at Chancellor's cabinet. Hsieh will scan and send to CEC. Miramar total grants over \$300,000 is ranked #2 in District. Miramar ranks #2 in the District for first quarter new awards Miramar at \$1.1 million. Hsieh will report at next week's Cabinet meeting that Miramar has a draft internal grants process .

- MOOCs review – online curriculum. Figueroa reported that the Chancellor wants DGC to establish a task force to include Academic Senate, classified, student, and district instructional administration representation to address MOOCs (massive open online courses). The review could take up to one year for a thorough review that will include implications, resources, enrollment and staffing.
- The Chancellor recommended a SDCCD Leadership and Planning Conference in the fall. Senior administration district wide, deans, vice presidents, faculty, staff, and others would be invited. Figueroa suggested the board be involved. The conference would be offered for flex credit. Figueroa noted the Chancellor expressed support of a technical assistance visit at a campus level during a meeting with Academic Senate presidents. Hsieh noted the Chancellor supported a Leadership and Planning Conference at the District level.
- Items of interest to Miramar College on the 11/8/12 board agenda: student health fee in effect spring 2013; Civility and Mutual Respect Policy; change order for Miramar cafeteria; change orders LLRC; grant update 1<sup>st</sup> quarter grant report.

## **E. NEW BUSINESS**

### **1. Spring 2013 Convocation Program (Hsieh/Buckley, Figueroa)**

Buckley and Figueroa met with SLOAC facilitator and recommend SLOs be considered as a topic for presentation/discussion at spring convocation. Figueroa suggested devoting Thursday afternoon to schools/departments for SLOs work, and in the morning, an interactive session focused on college governance scenarios and updates. Jacobson suggested integration of SLOs into program review be included in the convocation dialogue.

### **2. 2012 United Way Campaign (Trevisan)**

Trevisan announced the campaign dates for the annual United Way drive – November 1-Dec. 14, 2012. Window for contributions has been extended to accommodate the November election and Thanksgiving holiday break. The United Way website has been redesigned; an email from Chancellor Constance Carroll will announce the campaign launch. Individuals will receive a personal ID to process their contribution online. Hard copy forms are still available and will be placed in the mailroom. Trevisan asked if any of constituent or manager groups would like a five-minute presentation from United Way in a November meeting.

### **3. Limitations on SLOJet (Buckley/Woods)**

Buckley reported Miramar has a good database, but it does not offer a good reporting mechanism. Linda Woods and Marie McMahon reviewed the difficulty of the chairs to check accuracy of data. Deans don't have access to information at the course level; only summary data. SLOJet is a good repository for data but not dynamic and it is unable to generate data or reports for program review. College needs to determine if we want to pursue a new system or address the shortcomings of the one we have. Buckley conveyed today, colleges are integrating SLO data with achievement data and planning data in a single software solution. Figueroa reported Taskstream is used at City and Mesa. Other competitive products are also available. Whatever is selected or developed, it must meet the needs of all the faculty and serve student services and

others campus wide. Classified should be included in discussion. Woods summarized issues discussed at the PR/SLOAC committee meeting yesterday: 1) software would reduce workload, 2) recommended moving to 3-year program review cycle with annual update to address need and budgetary items. Haidar affirmed that SLOJet has served its original purpose as a repository for tracking course SLO assessment with no reporting capability. And, that generation of course SLO reports for the past two years was time-consuming. Hsieh believes the District might be interested in a Districtwide system; the campus must be involved in selection of software. Buckley was asked to contact District regarding funding support for purchasing a software program and the potential for initial basic data entry. Hsieh recommended the responsibility to investigate potential systems should rest with SLOAC facilitator, who should look at several and bring vendor demos to the campus, engage dialogue with faculty and make recommendations. She asked that a timeline be established, suggesting no later than the end of the fall semester, as the budget process has already started for 2013-14.

## **F. OLD BUSINESS**

### **1. Update on 2012 Accreditation Team Follow Up Visit & Evidence File (Hsieh/Buckley)**

Names and times for writing teams have been distributed to CEC.

### **2. Accreditation Mid-Term Report (Buckley)**

The grid of team assignments has been updated. Nov. 1 is the deadline for teams to submit draft materials to ALO (Buckley).

### **3. Program for On Campus SDCCD March 2013 Board Meeting – Sustainability Project (Hsieh/Gonzalez/Lowe)**

Gonzalez and Lowe provided a short summary of accomplishments of EST and achievements in Gonzalez' role as faculty sustainability coordinator. Short list includes five sections: identity (logo), facilities (organic garden, compost waste from café, hydration stations – water refill stations), curriculum (workshops, teaching institute, City college, Sustainability 101, 17 unit Miramar College certificate of performance); campus life (earth fair, earth week, water bottle campaign/resolution, recycling campaign; and development of vernal pool habitat interpretive site.

Hsieh asked CEC to consider identifying Sustainability accomplishments as a presentation possibility to the board at their March 2013 site meeting. Students need to be involved in the presentation.

### **4. Update on SLO's Operational Plan (Hsieh)**

Postpone

### **5. 2013 Commencement (Ramsey)**

Postpone

### **6. Update on SB 1440 Degrees (Ramsey/Buckley)**

Buckley coordinated with Dan Igou and Duane Short on developing a tracking system for District. College needs to prioritize programs next. Math with science emphasis as well as Anthropology have been entered into Curricunet.

## **G. REPORTS**

*Figueroa and Hsieh to discuss meeting times and length.*

### **Academic Senate**

No report.

### **Classified Senate**

No report.

### **Associated Student Council (Shepard)**

No report.

### **District Governance Council**

No report.

### **District Strategic Planning Committee**

No report.

### **District Budget Committee**

No report.

## **H. ANNOUNCEMENTS**

- Hsieh asked all to review the non-smoking policy draft.
- On behalf of the Associated Students, A. Jacobson thanked L.Gonzalez for leading the Fall Fest zombies performance.

*10/24/12*

*S. Trevisan*

## 2013 Mid-Term Report Writing Team Leaders

	Recommendations							
	2010 Rec 1 Culture of Evidence <i>(2004 Rec 1)</i>	2010 Rec 2 Participatory Governance Structure	2010 Rec 3 Employee Evaluation	2010 Rec 4 Administrative Turnover	2010 District Rec 1 President Selection Evaluation	2004 Rec 3 Library Materials	2004 Rec 3 Integrated Planning	2004 District Rec 4 Delineate District Functions
2010 Self-Study Planning Agendas:			III.A.6	III.A.2 IV.A.1 IV.A.2.a IV.A.2.b IV.B.2.d IV.B.3 IV.B.3.g		III.D.1.d	I.B.7 II.A.1.c II.B.4 II.B.2.c II.B.3.e II.C.1.d II.C.1.e III.B.2.a III.C.1.c III.D.2.e	III.A.3a IV.B.3.b
George Beitey	X							
Joseph Hankinson	X							
Lawrence Hahn	X							
Paulette Hopkins		X						
Dan Gutowski		X						
Gina Bochicchio		X						
Brett Bell			X					
Joyce Allen			X					
Joan Thompson			X					
Susan Schwarz				X				
Sam Shooshtary				X				
Daphne Figueroa				X				
Michael Sheppard				X				
Greg Newhouse					X			
Terrie Hubbard					X			
Peter Elias					X			
Lynne Ornelas						X		
Temmy Najimy						X		
Mary Hart						X		
Jerry Buckley							X	
Joyce Allen							X	
Buran Haidar							X	
Lou Ascione								X
Elaine Vega								X
Mark Manasse								X



## 2012 Follow-up Report Writing Team Meetings

**2010 Rec 3: Evaluation Processes**

**10/17, 10:00, A-101c**

**2004 Rec 4: Intgr. Planning**

**10/22, 3:00-4:00, A-104e**

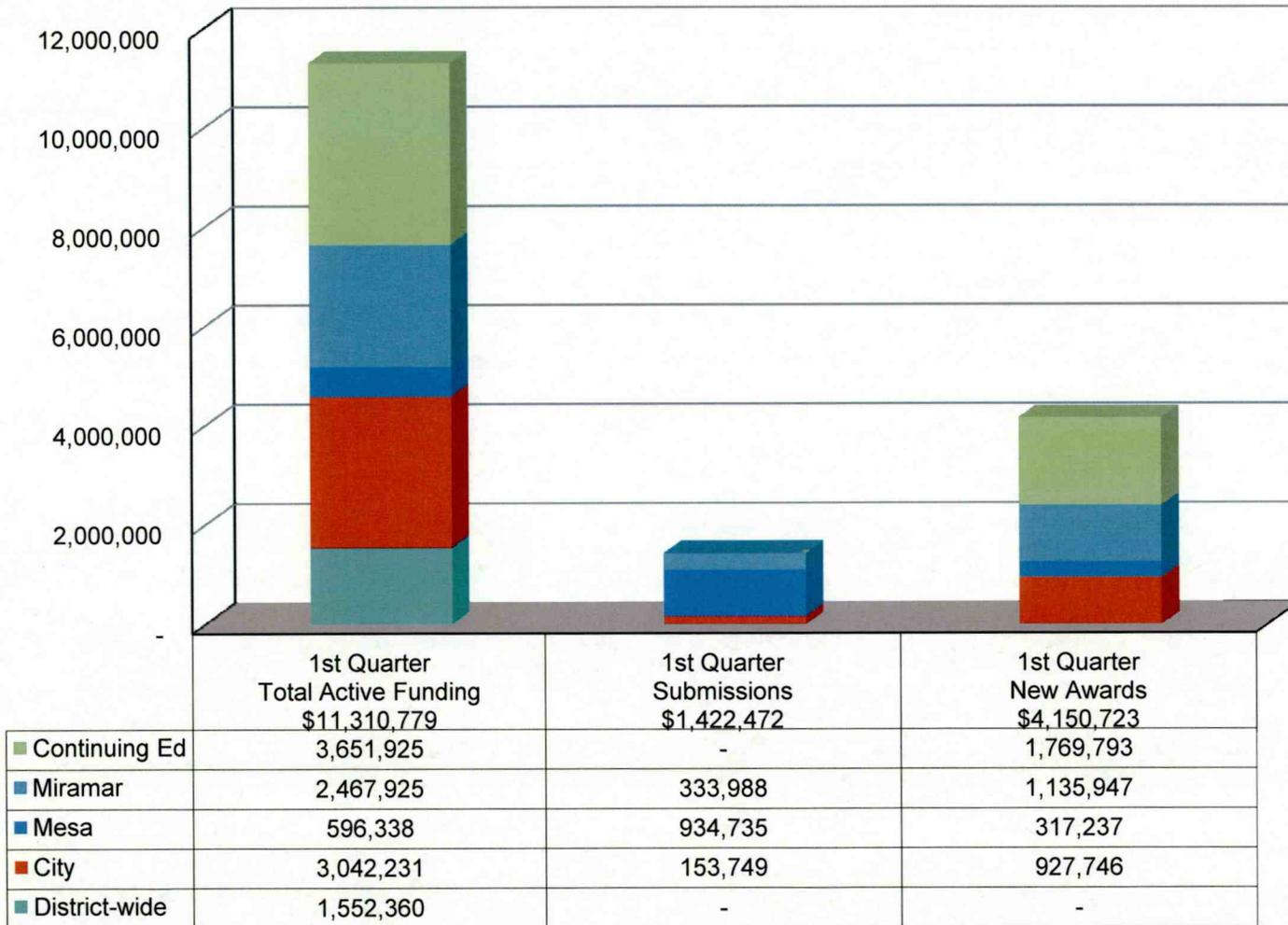
**2010 Rec 1: Culture of Evidence**

**10/25, 2:00-3:00, PCR**

**2010 Rec 4: Administrative Turnover**

**10/29, 11:00-12:00, The PLACe conf. rm.**

**San Diego Community College District  
1st Quarter FY 2012-2013 Grant  
Activity**



**Associate Degree for Transfer (SB1440) – Implementation**

Transfer Major	Status		
	City	Mesa	Miramar
Psychology	✓	✓	
Communication Studies	✓		✓
Sociology		✓	✓
Administration of Justice			
History			
Physics			
Math (Science emphasis)			
Art (Art History emphasis)			
Political Science			
Theatre Arts (Youth Theatre emphasis)			
Business Administration			
Early Childhood Education (ECE)			
Elementary Education (Liberal Studies)			
English			
Geology			
Journalism			
Kinesiology			
Music			
Studio Arts			
Anthropology			
Computer Science			
Geography			

Legend	
✓	Degree Approved and in Catalogue
	Anticipated for Board approval Oct. 2012
	Anticipated for Board approval Nov. 2012
	Faculty review ongoing
	Not offered

## 2012/13 Outlook

## FTES Compared to Targets (Resident Only)

As of October 20, 2012

	Actuals	Projections		2012-13 Total	2012-13 Target*	Difference Projected vs. Target	
	Summer 2012	Fall 2012	Spring 2013				
<b>City/ECC</b>							
Credit	246.7	4,662.2	4,733.8	9,642.7	9,585.1		
Non-Credit	4.5	26.7	28.7	59.9	46.9		
<b>Total</b>	<b>251.1</b>	<b>4,688.8</b>	<b>4,762.6</b>	<b>9,702.5</b>	<b>9,632.0</b>	<b>70.5</b>	<b>0.7%</b>
<b>Mesa</b>							
Credit	62.1	7,092.9	7,367.7	14,522.6	14,027.0		
Non-Credit	0.0	0.0	0.0	0.0	0.0		
<b>Total</b>	<b>62.1</b>	<b>7,092.9</b>	<b>7,367.7</b>	<b>14,522.6</b>	<b>14,027.0</b>	<b>495.6</b>	<b>3.5%</b>
<b>Miramar</b>							
Credit	4.9	2,739.2	2,936.5	5,680.6	6,474.1		
Academy	37.7	75.5	196.3	309.5	(Included)		
In-Service	802.1	221.7	194.6	1,218.4	(Included)		
Non-Credit	0.0	6.3	5.7	12.0	10.9		
<b>Total</b>	<b>844.7</b>	<b>3,042.8</b>	<b>3,333.0</b>	<b>7,220.4</b>	<b>6,485.0</b>	<b>735.4</b>	<b>11.3%</b>
<b>College Total</b>	<b>1,157.9</b>	<b>14,824.5</b>	<b>15,463.2</b>	<b>31,445.6</b>	<b>30,144.0</b>	<b>1,301.6</b>	<b>4.3%</b>
<b>College Total w/ F-Factor</b>				<b>31,502.6</b>	<b>30,144.0</b>	<b>1,358.6</b>	<b>4.5%</b>
<b>Continuing Ed</b>							
Regular	153.5	844.1	824.9	1,822.5	1,823.3	-0.8	0.0%
CDCP	600.4	2,747.1	2,661.9	6,009.4	6,068.7	-59.3	-1.0%
<b>Total</b>	<b>753.9</b>	<b>3,591.1</b>	<b>3,486.8</b>	<b>7,831.9</b>	<b>7,892.0</b>	<b>-60.1</b>	<b>-0.8%</b>
<b>Total w/ F-Factor</b>				<b>7,993.8</b>	<b>7,892.0</b>	<b>101.8</b>	<b>1.3%</b>
<b>Credit Total</b>	<b>1,153.4</b>	<b>14,791.6</b>	<b>15,428.8</b>	<b>31,373.8</b>	<b>30,086.2</b>	<b>1,287.6</b>	<b>4.3%</b>
<b>Non-Credit</b>							
Regular (w/ College NC)	158.0	877.0	859.3	1,894.3	1,881.1	13.2	0.7%
CDCP	600.4	2,747.1	2,661.9	6,009.4	6,068.7	-59.3	-1.0%
<b>Total</b>	<b>758.4</b>	<b>3,624.1</b>	<b>3,521.2</b>	<b>7,903.7</b>	<b>7,949.8</b>	<b>-46.1</b>	<b>-0.6%</b>
<b>District Total</b>	<b>1,911.8</b>	<b>18,415.7</b>	<b>18,950.0</b>	<b>39,277.5</b>	<b>38,036.0</b>	<b>1,241.5</b>	<b>3.3%</b>
<b>District Total w/ F-Factor</b>				<b>39,496.4</b>	<b>38,036.0</b>	<b>1,460.4</b>	<b>3.8%</b>

Source: SDCCD Information System

**Methodology**

1. Credit Colleges - Summer 2012 FTES are actuals except for academy and in-service classes which are projections. Fall 2012 FTES uses actuals for census week classes; all others are projections based on the Spring 2012 yields. Spring 2013 FTES are projections.

2. Continuing Education - Summer 2012 FTES are actuals. Fall 2012 FTES are estimates based on the end of term totals for Fall 2011. Spring 2013 FTES are estimates based on the end of term totals for Spring 2012 with a two percent reduction.

\*Targets established per Chancellor's Cabinet March 2012